



## Notice of Vacancy

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<b>Position Title:</b>	<b>Deputy Clerk</b>
	<b>Full-time/Regular, Excepted Service</b>
<b>Announcement No.:</b>	<b>2015-13</b>
<b>Location:</b>	<b>Roanoke, Virginia</b>
<b>Opening Date:</b>	<b>November 15, 2015</b>
<b>Closing Date:</b>	<b>December 4, 2015</b>
<b>Salary Range:</b>	<b>\$38,704 - \$69,289 (CL 25 – CL 26)</b>
	<b>Starting grade and salary commensurate with qualification and experience</b>
	<b>Promotion potential to target grade of CL 26 without further competition</b>

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The Clerk's Office for the Western District of Virginia seeks a professional to maintain and process case information and manage the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The Clerk's Office currently consists of 43 employees who support 9 judicial officers and their staff located in seven divisions throughout the District (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). The position is located in the Roanoke divisional office. Occasional travel, including overnight, within and outside the district is required.

### REPRESENTATIVE DUTIES

- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
  - Review cases and reports for necessary actions.
  - Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
  - Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
  - Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all order and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
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- Create and process new case file. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Receive and docket terminating documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Prepare case file for tracking records. Prepare, ship, and retrieve records from the appropriate Federal Records Centers.
  - Accept, review and process documents. Make summary entries on all documents and proceedings. Certify court documents and ensure data quality. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Perform quality control on attorney-docketed entries.
  - Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
  - Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Prepare bank deposits and verification of deposit receipts.
  - Furnish information and instructions to persons desiring to file petitions for naturalization and declarations of intention. Attend court on naturalization hearings, administer oath of allegiance, prepare naturalization program. Act as liaison with the U.S. Citizenship & Immigration Service (USCIS), the U.S. Attorney's Office, and other outside parties (Color Guard, DAR, etc.). Process paperwork upon conclusion of court hearing, including statistical and quarterly reports.
  - Assist public by answering filing questions, providing requested forms, and assisting with docket queries. Prepare correspondence regarding file inquiries, docket issues. Provide basic information to the public, bar and the court.

## **QUALIFICATIONS**

One (1) year specialized experience with one year equivalent to work at a CL-24 is required.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

An associate or bachelor degree as well as clerical/administrative experience in the legal field or prior federal judiciary experience are preferred. The ideal candidate is a self-directed, highly organized professional who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization; possesses excellent communication skills; understands the importance of confidentiality; and maintains a professional demeanor and appearance at all times.

## **BENEFITS**

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> .

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory

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electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

### **HOW TO APPLY**

Qualified persons should submit a letter of interest, a detailed resume, and contact information for three professional references to: Human Resources #2015-13, U.S. District Court, 210 Franklin Rd, Rm 540, Roanoke, VA 24011, or via email to: [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov). Applications must be received by close of business Friday, December 4, 2015.

Incomplete applications will not be considered. Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.

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